

# THRAPSTON TOWN COUNCIL

Mayor: Cllr Karen Draycott

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**Minutes of the Meeting of the Full Town Council  
held on Tuesday 14<sup>th</sup> May 2019 at 7.15pm at the Town Council Office**

**Present: Cllr Draycott (Chairman), Cllr Boyd, Cllr Carter, Cllr Charles, Cllr Cribb,  
Cllr Strode-Willis, Cllr Wheeler, Cllr Winter**

**In attendance: Linda Marshall (Clerk)**

No.	Item	Action	By Whom
1.	<p><b>To Elect a Chairman and receive Declaration of Acceptance of Office</b> Cllr Wheeler chaired this item and asked for nominations for the position of Chairman/Mayor. Cllr Draycott was proposed, seconded and agreed by all. There being no further nominations Cllr Draycott was duly elected and she declared her acceptance of office. Cllr Draycott took the Chair and gave a vote of thanks to Cllr Wheeler for his hard work over the last year. Cllr Draycott thanked Councillors for the privilege of being Mayor and said that she would seek to serve to the best of her ability.</p>		
2.	<p><b>Apologies for Absence</b> Cllrs Baden, Otterwell and Read had tendered their apologies which were accepted.</p>		
3.	<p><b>Declaration of Interest</b> None.</p>		
4.	<p><b>To Elect a Vice-Chairman</b> Cllr Draycott asked for nominations for the position of Vice Chairman/Deputy Mayor. Cllr Strode-Willis was proposed, seconded and agreed by all. There being no further nominations Cllr Strode-Willis was duly elected and he accepted the position. He re-iterated Cllr Draycott's words and said that he looked forward to helping and supporting the Mayor.</p>		
5.	<p><b>Public Open Time</b> None.</p>		
6.	<p><b>To approve the Minutes of the Full Town Council meeting dated 9<sup>th</sup> April 2019</b> <b>Resolved</b> that the Minutes of the Full Town Council meeting dated 9<sup>th</sup> April 2019 be confirmed as a true record.</p>		

7.	<p><b>To approve the Minutes of the Annual Town Meeting dated 16<sup>th</sup> April 2019</b>  <b>Resolved</b> that the Minutes of the Annual Town Meeting dated 16<sup>th</sup> April 2019 be confirmed as a true record.</p>		
8.	<p><b>To appoint Committee, Sub-Committee and Working Party Members and to elect a Chairman of such Committees, Sub-Committees or Working Parties</b>  The following list of committees and working parties were confirmed:-      Planning &amp; Asset Management Committee      Finance &amp; Devolution Committee      Events Committee      Personnel Committee      Arts Festival Working Party  Following discussion members were nominated and appointed to such committees/working parties, as attached at Appendix 1.</p>		
9.	<p><b>To appoint Members to serve on External Bodies</b>  (i) Cllr Charles self-nominated and it was agreed by all that she should continue in the role as the JAG representative.  (ii) Cllr Boyd self-nominated and it was agreed by all that she should continue in the role as the representative to attend the Chief Commissioner Surgeries.  (iii) Cllr Boyd self-nominated and it was agreed by all that she should continue in the role as representative on the CHAT Youth Counselling service.  (iv) Cllr Charles self-nominated and it was agreed by all that she should continue in the role as representative on Volunteer Action.</p>		
10.	<p><b>To receive a report (if available) from the last JAG meeting; to discuss and agree any items requiring consideration; to identify any items to be raised at a future meeting</b>  No report received. Next meeting is a conference call on the 17<sup>th</sup> May. Items to be raised:  <ul style="list-style-type: none"> <li>• continuous problems at the skate park/back of doctor's surgery;</li> <li>• why there are speed cameras in Islip but not Midland Road;</li> <li>• problems encountered with the 101 line.</li> </ul> Cllr Boyd said the problems with the 101 line are constantly being raised at the PCC Surgeries and they advised that they are always being worked on. Cllr Boyd also advised that regarding speed cameras they can only go in set locations.</p>		
11.	<p><b>To receive a report (if available) from attendance at the Police &amp; Crime Commissioner's Surgery; to discuss and agree any items requiring consideration; to identify any items to be raised at a future meeting</b>  Report taken as read. Items to be raised:  <ul style="list-style-type: none"> <li>• shop theft is almost being ignored – it is costing retailers £'s;</li> <li>• risk of serious organised crime getting worse – what's the view of the police.</li> </ul> </p>		

12.	<p><b>To receive recommendation from the Finance Committee to approve and adopt the Financial Regulations (unchanged) and approve and adopt the amended Risk Management Scheme and Asset Register</b>  <b>Resolved</b> to approve and adopt the Financial Regulations, Risk Management Scheme and Asset Register.  <b>To review, approve and adopt the Council's Standing Orders (unchanged) and the Councillor's Code of Conduct (unchanged)</b>  <b>Resolved</b> to approve the Council's Standing Orders and Code of Conduct as previously adopted without change.</p>		
13.	<p><b>To receive a report following a meeting with the performing groups, note items for consideration and agree action</b>  Cllr Charles declared an interest in this item and refrained from the discussions.  Following consideration of the report:-  <b>Resolved</b> that a charge for the stage extensions still stands, at £50 per time (£25 each for erection/dismantling).  <b>Resolved</b> that only Town Council staff be in charge of putting up/ taking down the stage extensions.  <b>Resolved</b> that there be no retainer fee, but that the week before performance from dress rehearsal the stage extensions be allowed to stay out. Other users to be notified of limited space.  <b>Resolved</b> to purchase a mobile magnetic wipe board to the value of £150 for use by hirers to display their work during the week of their performance.  <b>Resolved</b> that all repair and maintenance works to the Plaza be undertaken by Council staff or an approved contractor.</p>		
14.	<p><b>Reminder for Members to update their Declarations of Interest Forms, if necessary, with East Northamptonshire Council</b>  Noted.</p>		
15.	<p><b>To agree Council's and Staff's Membership of other bodies.</b>  <b>Resolved</b> that the Council would continue to support membership with SLCC for the Clerk, NCALC for the Council, ACRE for the Council on behalf of the Plaza, ICCM for Cemetery Management and Clerk &amp; Clerks Direct for bi-monthly publications.</p>		
16.	<p><b>To agree and adopt the following policies:-</b></p> <ul style="list-style-type: none"> <li>• Lone Working</li> <li>• Flexible Working</li> <li>• Disciplinary &amp; Grievance</li> <li>• Advertising</li> </ul> <p><b>Resolved</b> to adopt the advertising policy, as drafted.  It was agreed that the Lone Working, Flexible Working and Disciplinary &amp; Grievance policies be taken to Personnel Committee. It was agreed that the D&amp;G policy should include for an oral warning.</p>	HR Policies to go to Personnel Cttee	Clerk
17.	<p><b>To receive application(s) for the Councillor Vacancies, discuss and agree action</b>  Item deferred until end of meeting during which it will be heard under a closed session.</p>		
18.	<p><b>To discuss and consider security options at the Skate Park/BMX Track and Town Walk and agree action</b>  Following reports of the vandalism and theft from the Skate Park/BMX Track and Town Walk area the Clerk was asked to obtain quotes for the following:-</p>	Obtain quotes	Clerk

	<ul style="list-style-type: none"> <li>• 180° camera on the reverse side of the Skate Park camera, to give a view of Meadow Lane, the Town Walk entrance and the Car Park;</li> <li>• Replacement gates/fencing;</li> <li>• Caged boulders.</li> </ul> <p>To be referred back to Full Council once quotes are obtained.</p>		
19.	<p><b>To consider the options of Christmas Lights at the Plaza and agree action</b></p> <p>It was noted that quotes have not yet been received, despite being requested. To be referred back to Full Council once quotes are obtained. The Clerk was also asked to investigate a short throw projector and/or laser lights for advertising purposes.</p>	Chase/obtain quotes	Clerk
20.	<p><b>To receive a report on the District Council owned car parks and discuss the items for consideration and agree action</b></p> <p>Following consideration of the report it was <b>resolved</b> to defer making an application to register the car parks as a community asset until the triggers are initiated.</p>		
21.	<p><b>To receive a PowerPoint presentation on the Arts Festival, discuss and agree action</b></p> <p>Cllr Draycott delivered a presentation to the meeting on the current state of play. The volunteer sheet was handed round and Councillors were asked to complete where they could attend.</p>		
22.	<p><b>To discuss making an application to the Community Facilities Fund and agree action</b></p> <p>Following discussion it was <b>resolved</b> to put in an application for £10,000 towards the toddler play area in the Peace Park as part of the overall centenary project.</p>	Complete funding app	Clerk
23.	<p><b>To receive email from Thrapston Farmers Market, to consider whether the Town Council should have a gazebo at some of the markets and agree action</b></p> <p>It was discussed and agreed that the Council would like to have a gazebo at the Farmers Market on an ad hoc basis when demand was required.</p>	Notify Charlotte Croser	Clerk
24.	<p><b>To receive a report on the library, to note the items for consideration and agree action</b></p> <p>Following consideration of the report it was <b>resolved</b> to form a Library Committee with members of the Council and members of Friends of Thrapston Library.</p> <p>Cllrs Cribb, Wheeler, Otterwell &amp; Baden were nominated and it was agreed by all that they should sit on the Committee, subject to Cllrs Otterwell &amp; Baden's agreement. Cllr Boyd said she would act as reserve.</p> <p>It was noted that Cllr Cribb was attending the Friends of Thrapston Library meeting this Friday during which she will ask for 3 or 4 nominees to sit on the Committee. An early meeting date is to be arranged so the process of completing the Business Plan can be started.</p> <p>It was agreed that the Terms of Reference would be drafted by the office and approved by the Committee at its first meeting.</p>	Draft ToR	Clerk
25.	<p><b>To receive a report on branding and professionalism, to note the items for consideration and agree action</b></p> <p>Following consideration of the report it was agreed by all that the Council should be seeking to raise its profile and professionalism. It was <b>agreed by majority</b> that the items contained within the report be purchased (i.e. roll up banner, photo ID badges with lanyards, fleece/polo shirt for facilities team) and that literature be professionally printed.</p> <p>It was agreed that with regards to the facilities team PPE should be discussed at the next Personnel Committee meeting.</p>	<p>Purchase branding items</p> <p>Agenda PPE for Personnel</p>	<p>Clerk</p> <p>Clerk</p>

26.	<b>To receive written reports on courses attended (if applicable)</b> None received.		
26.	<b>District Councillors' Reports</b> <ul style="list-style-type: none"> <li>• Press release issued today stating that the Government says yes to two unitary authorities being established in Northamptonshire from 1<sup>st</sup> April 2021. Question now remains as to whether the elections will go ahead next year (2020).</li> <li>• East Northamptonshire Council are still working on the draft Local Plan with an aim of being adopted in the summer of 2020.</li> <li>• Cllr Carter now has £1,000 in her empowerment fund for the forthcoming year.</li> <li>• East Northamptonshire Council will be undertaking a housing review.</li> <li>• East Northamptonshire Council have adopted the new food hygiene policy.</li> <li>• Recycling bins are being monitored and will be red tagged if contaminated.</li> <li>• During Beat the Street some 70,000 miles were walked. By way of celebration there will be a party in the park at Rushden Hall on 25<sup>th</sup> May. Following this East Northamptonshire Council will be looking at holding other initiatives.</li> </ul>		
27.	<b>Clerk's report (for noting)</b> <ul style="list-style-type: none"> <li>• The Clerk advised of an email received from an 8-year-old schoolgirl seeking assistance with getting information to the residents of Thrapston. The Clerk suggested the Council could do this via Jigsaw and the website.</li> <li>• The Clerk advised that a resident had been in touch following tree works undertaken by the Council's groundsman after which his fence has come down. The Clerk will bring the matter to Full Council in June and will obtain a report from the groundsman in the meantime.</li> </ul>		
28.	<b>Chairman's comments</b> Cllr Draycott thanked the Councillors for their support.		
29.	<b>Items for Future Agendas</b>		
<i>Private &amp; Confidential – Members of the Public were asked to leave</i>			
17.	<b>To receive application(s) for the Council Vacancies, discuss and agree action</b> The Council met with the three candidates prior to the meeting and spoke to them individually. Ballot papers were handed out and votes were undertaken for both vacancies until an <b>absolute majority</b> for each vacancy was reached. It was <b>resolved</b> to offer the two vacancies to Joanne Bennett and Craig Wilcox.		
	<b>There being no further business the meeting closed at 9.17pm</b>		

Signed .....

Dated .....

## **COMMITTEES & WORKING PARTY MEMBERS**

Chairman: Cllr Draycott

Vice Chairman: Cllr Strode-Willis

The Chairman is Ex-Officio for all Committees (with voting rights)

### **Full Town Council (13)**

#### **Meets 2<sup>nd</sup> Tuesday**

Cllr Draycott (Chairman);

Cllrs Baden, Cllr Boyd, Cllr Carter, Cllr Charles, Cllr Cribb, Cllr Otterwell, Cllr Read, Cllr Strode-Willis, Cllr Wheeler, Cllr Winter

### **Planning & Asset Management Committee (6)**

#### **Meets 1<sup>st</sup> Tuesday**

Chairman: Cllr Otterwell

Cllr Boyd, Cllr Carter, Cllr Charles, Cllr Read

### **Finance & Devolution Committee (6)**

#### **Meets 3<sup>rd</sup> Tuesday**

Chairman: Cllr Strode-Willis

Cllr Baden, Cllr Cribb, Cllr Wheeler, Cllr Winter

### **Events Committee (6)**

#### **Meets 4<sup>th</sup> Tuesday**

Chairman: Cllr Cribb

Cllr Carter, Cllr Charles, Cllr Draycott, Cllr Strode-Willis, Cllr Wheeler

### **Personnel Committee (6)**

#### **Meets 4<sup>th</sup> Tuesday Quarterly**

Chairman: Cllr Boyd

Cllr Charles, Cllr Otterwell, Cllr Read, Cllr Strode-Willis, Cllr Winter

### **Library Committee (4 TTC / 3-4 FoTL)**

#### **Meets: to be agreed**

Chairman:

Cllr Baden, Cribb, Cllr Otterwell, Cllr Wheeler